



# CALSTARS/FSCU – FISCAL YEAR 2014/15

July 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
CALSTARS Processing Times: Cost Allocation ..... 10:00 AM Labor Distribution..... 3:00 PM Nightly Processing..... 6:00 PM YEC/YEO..... 6:00 PM			CALSTARS Contacts: Hotline Hotline E-mail Fax Training Registrars Production Control		(916) 327-0100 <a href="mailto:hotline@dof.ca.gov">hotline@dof.ca.gov</a> (916) 323-4049 (916) 445-0211 ext. 2812 (916) 323-7541	
CALSTARS PROCESSING SCHEDULE:  Hotline 8:00 AM – 1:00 PM Processing – 1:00 PM Production Control 9:30 AM – 2:00 PM		1  HAPPY NEW FISCAL YEAR!	2	3	4  Independence Day 	5  CALSTARS Saturday Processing begins. 
6	7	8	9	10 Monthly UCM web update. Reminder: Complete quarterly SWCAP transfer by end of the month.	11  Pro Rata/SWCAP Workload data due from central service agencies.	12  CALSTARS Saturday Processing available.
13	14  Look for Budget Letter on 2014-15 Late Payment Penalty Rates.	15	16	17	18  Have you ordered and received all of your monthly CALSTARS reports?	19  CALSTARS Saturday Processing available.
20	21	22	23	24	25	26  CALSTARS Saturday Processing available.
27	28	29	30 PAY DAY  Last day to run monthly CA/FS for FM 12 by 10 AM.  Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM).	31  Statements due to SCO for General Fund, Feeder Funds, and Economic Uncertainty funds. 4 <sup>th</sup> quarter CMIA reports due from departments.  Month-end rollover	FSCU Contacts: Hotline Hotline E-mail Fax Pro Rata SWCAP Pro Rata/SWCAP E-mail State Fund Accounting CMIA  (916) 324-0385 <a href="mailto:fscuhotline@dof.ca.gov">fscuhotline@dof.ca.gov</a> (916) 445-2854 (916) 445-3434 ext. 2145 (916) 445-3434 ext. 2166 <a href="mailto:fiprospect@dof.ca.gov">fiprospect@dof.ca.gov</a> (916) 445-3434 ext. 2142 (916) 445-3434 ext. 2136	

## CALSTARS/FSCU – FISCAL YEAR 2014/15

August 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Reminders:</b>  CS 12-45 – June payroll expenditures by fund due to Finance budget analyst by August 5 <sup>th</sup>  Year-End Report 13 due to Finance – FSCU by August 20 <sup>th</sup> SAM Section 7974.					1	2  CALSTARS Saturday Processing available.
3	4  Pro Rata/SWCAP expenditures due from central services agencies.	5	6	7	8  Monthly UCM web update.	9  CALSTARS Saturday Processing available.
10	11	12	13	14	15  1 <sup>st</sup> quarter Pro Rata transfer by SCO.  CALSTARS Saturday Hotline ends tomorrow.	16  CALSTARS Saturday Processing ends. 
17	18	19  Last day to transmit auto Year-End DB3 data (Set indicator by 6 PM).	20  Statements due to SCO for all funds other than General Fund, Feeder Funds and Economics Uncertainty Funds.	21  <b>Reminder:</b> Run YEC/YEO before CA/FS.	22  Register for CALSTARS 2014/15 training classes.	23
24	25  Have you ordered and received all of your monthly CALSTARS reports?	26	27  State Fund Accounting Course-Class 143 starts.	28  State Fund Accounting Course-Class 144 starts.  Last day to run monthly CA/FS for <b>FM 01</b> by 10 AM.	29 <b>PAY DAY</b>  Month-end rollover.	30
31						

## CALSTARS/FSCU – FISCAL YEAR 2014/15

September 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Labor Day	2 GAAP information due to SCO.  Look for ICRP training announcement.	3	4	5	6 Vendor payment purge.
7	8	9	10 Monthly UCM web update.	11 Reminder: Run YEC/YEO before CA/FS.	12	13
14	15	16	17 Have you ordered and received all of your monthly CALSTARS reports?	18	19	20
21	22 Look for Pro Rata/SWCAP Budget Letter.	23	24	25	26	27
28	29 Last day to run monthly CA/FS for FM 02 by 10 AM.	30 PAY DAY Month-end rollover.	<p><b>Question:</b> When should a department prepare an Indirect Cost Rate Proposal (ICRP) OR Cost Allocation Plan (CAP)?</p> <p><b>Answer:</b> Generally, each department receiving federal funds must prepare an ICRP or CAP to recover department and statewide indirect costs (SWCAP) from the federal government. See SAM sections 8755-8756. Finance, FSCU, offers training to departments on the preparation of ICRPs. More information on the training can be found at: <a href="http://www.dof.ca.gov/accounting/fscu/training/">http://www.dof.ca.gov/accounting/fscu/training/</a>.</p> <p><b>Question:</b> What are the requirements to transfer SWCAP recoveries to the General Fund?</p> <p><b>Answer:</b> GC sections 13332.01-02 require departments to recover SWCAP costs from federal government and transfers the recoveries to the General Fund within 30 days after the end of each quarter. Control Section 8.54 of the 2010 Budget Act authorizes Finance to reduce any state operations appropriation for departments that have not recovered SWCAP from the federal government.</p>			

## CALSTARS/FSCU – FISCAL YEAR 2014/15

October 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 Pro Rata/SWCAP assessments sheets due from departments to Finance budget analyst.	2	3	4
5	6	7	8	9	10 Monthly UCM web update. <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.	11
12	13	14	15	16	17  Have you ordered and received all your monthly CALSTARS reports?	18
19	20	21	22	23	24	25
26	27	28	29	30 <b>PAY DAY</b>  Last day to run monthly CA/FS for <b>FM 03</b> by 10 AM.	31  1 <sup>st</sup> quarter CMIA reports due from departments.  Month-end rollover.	




## CALSTARS/FSCU – FISCAL YEAR 2014/15

November 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
	2	3	4	5	6	7
9	10 Monthly UCM web update.	11 Veterans Day (observed) 	12	13	14 2 <sup>nd</sup> quarter Pro Rata transfer by SCO.  Have you ordered and received all of your monthly CALSTARS reports?	15
16	17	18	19	20	21	22
23	24	25 Last day to run monthly CA/FS for <b>FM 04</b> by 10 AM.	26 Early processing day. Month-end rollover.	27 Thanksgiving Day (observed)	28 Day after Thanksgiving	29
30						

## CALSTARS/FSCU – FISCAL YEAR 2014/15

December 2014						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>1 PAY DAY</b>  Submit ICRPs, CAP or PACAP to FSCU for review.	2	3	4	5	6  Vendor payment purge.
7	8	9	10  Monthly UCM web update.	11	12	13
14	15	16  Last day to correct 2014 reportable payments. Request P01/P02 Reports.	17  Reportable payments for 2014 are sent to FTB to create 1099s.  Begin posting 2015 reportable payments.	18	19  Have you ordered and received all of your monthly CALSTARS reports?	20
21	22	23	24  Early processing day.	25  Christmas Day 	26	27
28	29	30  Last day to run monthly CA/FS for <b>FM 05</b> by 10 AM.	<b>31 PAY DAY</b>  Early processing day.  Month-end rollover.	<b>Question:</b> Can departments pay claims against reverted appropriations? Does Department of Finance (Finance) need to approve reverted year claims? <b>Answer:</b> Departments may pay claims against reverted appropriations from any current year appropriation available for the same purpose, e.g. a claim against a reverted support appropriation may be paid from a current year support appropriation (GC Section 16304.1; SAM Section 8422.7). Finance approval is not required for such claims. <b>FSCU Frequently Ask Questions:</b> <a href="http://www.dof.ca.gov/fisa/fscu/fscu_faqs.htm">www.dof.ca.gov/fisa/fscu/fscu_faqs.htm</a> .		

## CALSTARS/FSCU – FISCAL YEAR 2014/15



January 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Review Accounts Receivable (ARs) to determine ARs to submit for FTB Intercept Program offset. More information on how to manage your departments ARs can be found at: <a href="http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf">www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf</a> .  State Fund Accounting Course Spring Sessions Begin: <a href="http://www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/">www.dof.ca.gov/accounting/fscu/training/state_fund_accounting_course/</a> .				1 	2 <b>Reminder:</b> Batch dates year must be 2015.	3
4	5	6	7 State Fund Accounting Course- Class 145 starts.	8 State Fund Accounting Course- Class 146 starts.	9 Monthly UCM web update.	10
11	12	13 <b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.	14	15	16 Have you ordered and received all of your monthly CALSTARS reports?	17
18	19 Martin Luther King Jr. Day (observed)	20	21	22	23	24
25	26	27	28	29 <b>PAY DAY</b>  Last day to run monthly CA/FS for <b>FM 06</b> by 10 AM.	30 2 <sup>ND</sup> quarter CMIA reports due from departments.  Month-end rollover.	31

# CALSTARS/FSCU – FISCAL YEAR 2014/15

## February 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p><b>Question:</b> How is the Budget Sequence number for an appropriation transaction determined?</p> <p><b>Answer:</b> Use Budget Sequence number 001 for the initial authorization after Budget Revision (BR) 1. For Subsequent BRs, use the Budget Sequence number assigned to the BR by your agency's Budget Office. For Executive Orders, use the assigned Budget Sequence number on the CALSTARS website at <a href="http://www.dof.ca.gov/html/calstars/caldocs/optools/budgetsequencenumbers.htm">www.dof.ca.gov/html/calstars/caldocs/optools/budgetsequencenumbers.htm</a>.</p> <p>Agencies can discontinue the use of the Budget Sequence number and the CALSTARS N report series by entering N in the Budget BUD SEQ indicator field located on the OC Table.</p> <p><b>CALSTARS Frequently Ask Questions:</b> <a href="http://www.dof.ca.gov/accounting/calstars/faq">www.dof.ca.gov/accounting/calstars/faq</a>.</p>						
1	2	3	4	5	6	7
8	9	10 Monthly UCM web update.	11	12 3 <sup>rd</sup> quarter Pro Rata transfer by SCO.	13 Have you ordered and received all of your monthly CALSTARS reports?	14 
15	16 Presidents' Day 	17	18	19	20	21
22	23	24	25	26 Last day to run monthly CA/FS for <b>FM 07</b> by 10 AM.	27 <b>PAY DAY</b> Month-end rollover.	28

# CALSTARS/FSCU – FISCAL YEAR 2014/15



March 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Question:</b> What is Pro Rata? <b>Answer:</b> Sixteen entities provide various support services to state departments on a centralized basis. These entities, called "centralized service agencies" provide budgeting, banking, auditing, and other services that are funded by the state's General Fund. Central service also includes the costs of health and dental benefits for retired state employees. Special funds are required by law to reimburse the General Fund for their fair share of the costs of these services. The allocation of central service costs is accomplished through "Pro Rata". Pro Rata assessments are paid by departments on a quarterly basis by SCO transfers. For more information, see SAM sections 8753-8754.  <b>Pro Rata Frequently Ask Question:</b> <a href="http://www.dof.ca.gov/accounting/fscu/pro_rata-swcsp">www.dof.ca.gov/accounting/fscu/pro_rata-swcsp</a> .						
1	2	3	4	5	6 Look for CALSTARS Year-End Training schedule COM(s).	7 Vendor payment purge.
8	9	10 Monthly UCM web update.	11	12	13	14
15	16	17 	18 Have you ordered and received all of your monthly CALSTARS reports?	19	20 Spring 	21
22	23	24	25	26	27 Last day to run monthly CA/FS for <b>FM 08</b> by 10 AM.	28
29	30 <b>PAY DAY</b> Month-end rollover.	31 Cesar Chavez Day	<b>Finance Website References:</b>  Department of Finance: <a href="http://www.dof.ca.gov">www.dof.ca.gov</a> CALSTARS Home Page: <a href="http://www.dof.ca.gov/accounting/calstars/view.php">www.dof.ca.gov/accounting/calstars/view.php</a> FSCU Home Page: <a href="http://www.dof.ca.gov/accounting/fscu">www.dof.ca.gov/accounting/fscu</a>			

# CALSTARS/FSCU – FISCAL YEAR 2014/15

## April 2015

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<p>Look for Pro Rata &amp; SWCAP training announcement for May 2015 at <a href="http://www.dof.ca.gov/accounting/fscu/training">www.dof.ca.gov/accounting/fscu/training</a>.</p> <p>Accounts Receivable (AR) Toolkit-Assist state departments in managing of their accounts (AR). Visit AR Toolkit at: <a href="http://www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf">www.dof.ca.gov/accounting/fscu/documents/Accounts_Receivable_Toolkit.pdf</a>.</p>			<p><b>1</b></p> <p>CALSTARS table log records back-up and purge process.</p>	<p><b>2</b></p> <p>Start conducting Year-End meetings (use updated Year-End work plan).</p> <p>Set AS reversion indicators for CFY022 and CFY023 processes.</p>	<p><b>3</b></p> <p>Register for CALSTARS Year-End Classes.</p> <p>Look for Pro Rata and SWCAP training.</p>	<p><b>4</b></p>
<p><b>5</b></p>	<p><b>6</b></p> <p>CFY022 process 1<sup>st</sup> Reports Only Run.</p> <p>Look for CMIA Annual Forum detail information at <a href="http://www.dof.ca.gov/accounting/fscu/training">www.dof.ca.gov/accounting/fscu/training</a>.</p>	<p><b>7</b></p> <p><b>Reminder:</b> Table Review: OC, AS, IC, PCA, LC, CA, BS and EM before generating and creating FFY 2015 tables.</p>	<p><b>8</b></p>	<p><b>9</b></p>	<p><b>10</b></p> <p>Monthly UCM web update.</p> <p><b>Reminder:</b> Complete quarterly SWCAP transfer by end of the month.</p>	<p><b>11</b></p>
<p><b>12</b></p>	<p><b>13</b></p>	<p><b>14</b></p>	<p><b>15</b></p> <p>CFY022 process 2<sup>nd</sup> Reports Only run.</p> <p>Look for Budget Letter on Year-End Financial Reporting Guidance.</p>	<p><b>16</b></p>	<p><b>17</b></p> <p>Have you ordered and received all of your monthly CALSTARS reports?</p>	<p><b>18</b></p>
<p><b>19</b></p>	<p><b>20</b></p>	<p><b>21</b></p>	<p><b>22</b></p>	<p><b>23</b></p>	<p><b>24</b></p>	<p><b>25</b></p>
<p><b>26</b></p>	<p><b>27</b></p>	<p><b>28</b></p>	<p><b>29</b></p> <p>Last day to run monthly CA/FS for <b>FM 09</b> by 10 AM.</p>	<p><b>30 PAY DAY</b></p> <p>3<sup>rd</sup> quarter CMIA reports due from departments.</p> <p>Month-end rollover.</p>		

# CALSTARS/FSCU – FISCAL YEAR 2014/15

May 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>Question:</b> What is the Statewide Cost Allocation Plan (SWCAP)? <b>Answer:</b> SWCAP is prepared annually by the Department of Finance, Fiscal System and Consulting Unit. The State of California provides certain services such as budgeting, accounting, auditing, payroll, etc., to operating agencies, a process is necessary to identify these central service costs and assign them to benefited activities on a reasonable and consistent basis. Departments recover their assigned costs from the federal government. The federally reviewed and approved, statewide central service cost allocation plan provides that process. <b>SWCAP Frequently Ask Question:</b> <a href="http://www.dof.ca.gov/fisa/proswcap/faqs-swcap/htm">www.dof.ca.gov/fisa/proswcap/faqs-swcap/htm</a> . Look for Pro Rata/SWCAP CSA Workload, Expenditure and Miscellaneous Training for June 2015 at: <a href="http://www.dof.ca.gov/accounting/fscu/training">www.dof.ca.gov/accounting/fscu/training</a> .					1  CFY022 process Final Transaction Run generates liquidation and re-classify entries.	2
3	4  First Day to run CA/FS for April.	5  Look for Pro Rata/SWCAP Workload Training for central service agencies.	6  Look for news item regarding SCO Fiscal Year-End Procedures.	7	8	9
10 Mother Day  	11  Monthly UCM web update.	12	13	14  CFY023 process 1 <sup>st</sup> Reports Only Run.	15  4 <sup>th</sup> quarter Pro Rata transfer by SCO.	16
17	18  Have you ordered and received all of your monthly CALSTARS reports?	19	20	21	22	23
24	25 Memorial Day 	26	27	28  Last day to run monthly CA/FS for <b>FM 10</b> by 10 AM.	29 <b>PAY DAY</b>  Month-end rollover.	30
31						

## CALSTARS/FSCU – FISCAL YEAR 2014/15

June 2015						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4 Review Vendor Number: "AAAAAAAAAA"	5 CFY023 process 2 <sup>nd</sup> Reports Only Run.	6 Vendor payment purge.
7	8 Ensure FFY 2015 OC Table is established.	9	10 Monthly UCM web update.	11	12	13
14	15	16 Have you ordered and received all of your monthly CALSTARS reports?	17	18	19 Ensure all FFY 2015 Tables are established and reviewed such as OC, AS, IC, PCA, LC, CA, BS and EM Tables.	20
21 Father's Day 	22	23	24	25 CFY023 process Final Transaction Run – generates re-classify entries.	26	27
28	29 Last day to run monthly CA/FS for <b>FM 11</b> by 10 AM.	30 <b>PAY DAY</b> Budget Letter prohibiting ORF disbursements issued if no budget passed. Month-end rollover.	CALSTARS What's New: <a href="http://www.dof.ca.gov/accounting/calstars/whats_new/view.php">www.dof.ca.gov/accounting/calstars/whats_new/view.php</a> .  CALSTARS Frequently Asked Questions: <a href="http://www.dof.ca.gov/accounting/calstars/faq/view.php">www.dof.ca.gov/accounting/calstars/faq/view.php</a> 			